



Hendry County Sheriff's Office

General Order 9.6

TITLE: Probationary Period	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: August 4, 2018	REVISION DATE: May 17, 2019
RELATED REFERENCES: <i>Chapter 83-373, Civil Rights State Law, §30.073(2)(b), F.S.</i>	
CFA:	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 17, 2022

I. PURPOSE: For members to understand the length of the probationary period and what rights they have or do not have during this timeframe.

II. SCOPE: This order shall apply to all sheriff's office members.

III. POLICY:

- A. The Hendry County Sheriff's Office will ensure that all employees will serve a one-year probationary period to determine their suitability for their positions as provided herein before such appointments are considered permanent. For sworn positions, probation begins once a Trainee Deputy/Detention Deputy satisfactorily completes the formal Field Training and Evaluation Program (FTEP).
- B. The probationary period is to provide supervisors the opportunity to evaluate the employee's suitability for his/her position. During the probationary period, the employee has no rights of appeal with respect to demotion, suspension, or dismissal.
- C. An employee who is promoted will serve a probationary period of 6 months in the position to which he/she is promoted, per Florida Statutes 30.073(2)(b).
- D. Any leave of absence in excess of 30 days will extend an employee's one-year probationary period by an amount of time equal to the leave taken.
- E. Dismissal During Probationary Period
 - 1. At any time during the original new hire probationary period the Sheriff may remove an employee whose job performance does not meet standards or other factors that do not merit the employee's continuance with the Sheriff's Office. The employee will be notified in writing of his/her removal.
 - 2. Any employee dismissed during his/her original new hire probationary period does not have the right of appeal.

- F. Nothing in this Policy will affect the employee's right to a name-clearing hearing upon notice of disciplinary action or dismissal.
-

V. GLOSSARY

PROBATIONARY PERIOD – A one-year period, beginning on the date of hire, or for sworn employees, the date of FTEP completion, during which an employee is on probation.

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.